



## RISK ASSESSMENT FORM

<b>Assessment No:</b> 069 <b>Assessment Date:</b> 11 <sup>th</sup> May 2020	<b>Location / Dept:</b> Solo Rail Solutions <b>Assessor's Name:</b> Keith Donegan <b>Author's Name:</b> Alison Richards	<b>Further assessments required:</b> Fire <input checked="" type="checkbox"/> COSHH <input checked="" type="checkbox"/> Manual Handling <input type="checkbox"/> Display Screen Equipment <input type="checkbox"/> Nursing and Expectant Mothers <input checked="" type="checkbox"/> Young Persons <input type="checkbox"/>	<b>Persons involved in or affected by the task:</b> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Members of the public <input type="checkbox"/> Others <input type="checkbox"/>	<b>Special Groups: (Where individual assessments will be required)</b> Nursing and Expectant Mothers <input checked="" type="checkbox"/> Young Persons <input type="checkbox"/> Disabled/Medical Condition <input checked="" type="checkbox"/> Service Users <input type="checkbox"/>
<b>Task / Activity / Area Assessed:</b> <p style="text-align: center;"><b>COVID-19 Coronavirus</b></p> Revision 9 – 8 <sup>th</sup> July 2020 Revision 9.1 – 21 <sup>st</sup> July 2020				



### Transmission Summary

COVID-19 is spread primarily via respiratory droplets—little blobs of liquid released as someone coughs, sneezes, or talks. Viruses contained in these droplets can infect other people via the eyes, nose, or mouth—either when they land directly on somebody's face or when they're transferred there by people touching their face with contaminated hands. Because respiratory droplets are too heavy to remain suspended in the air, direct person-to-person transmission normally only happens when people are in close contact—within about two metres/six feet of each other.

It could also occur in a first aid setting if someone has to handle respiratory secretions such as saliva or mucus from an infected person or when a person comes into contact with contaminated materials or touch surfaces.

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating
<p><b>1.2 Sharing Results of Risk Assessment</b> Lack of staff awareness of company processes, procedures and actions</p>	8	See Notes	2	16	Low
<p><b>2.1 Protecting People at Higher Risk</b> Vulnerable Groups – increased or “at risk” employees, including mental health conditions due to COVID-19</p>	8	<p>Employees who have already declared they fit into one of the Government defined categories for being at increased risk of severe illness to be individually risk-assed for their specific need. Appropriate agreed adjustment to be made (if required).</p> <p>Line managers to be aware of any changes to employees’ mental health and report to HR if appropriate.</p> <p>EAP available for all employees</p>	2	16	Low
<p><b>2.2 People Who need to Self Isolate</b> Staff with COVID 19 symptoms spreading infection at work. Contact with virus from other staff members</p> <p>Coughs/Sneezes or Water droplets from infected person in the workplace or other member of staff</p> <p>Biological contamination from COVID-19 Virus, entry into the body through mucous membrane, cuts or abrasions.</p>	8	<p>Any employee displaying even mild symptoms will be immediately quarantined in the dedicated isolation areas &amp; must self-isolate at home for minimum of 7 days, or until tested and proven not to have the virus.</p> <p>When coughing or sneezing in any manner, staff advised to cover mouth/nose and wash hands immediately afterwards. Persistent coughing will be treated as symptoms and quarantine/self-isolation procedure applied.</p> <p>Employee must then apply for a test at the local test centre or by requesting a home testing kit from NHS online. Results to be provided to HR prior to returning to work.</p> <p>In the event of an employee being quarantined and subsequently self-isolating at home, the affected workspace to be deep cleaned before any work can re-commence in that area.</p> <p>Sickness absence for any other reason than COVID-19 symptoms must be declared in full and employee to receive a return to work interview on first day back. (Note: additional measures may need to be put in place as workforce numbers increase)</p>	2	16	Low

<p><b>3.1 Coming to Work &amp; Leaving Work</b> Cross infection of staff due to lack of social distancing on Arrival and departure to site</p>	<b>8</b>	<p>All employees are expected to declare if a person they are living with is showing symptoms and they must self-isolate for 14 days. Any employee that receives any “Test and Trace” communication from the Government must also follow the advice to self-isolate for 14 days.</p> <p>Multiple access and egress points &amp; Multiple signing in points</p> <p>Hand washing facilities in all units and hand sanitiser stations throughout workplace.</p> <p>All employees to wash hands upon 1<sup>st</sup> entry to the building each morning. Advise employees to travel directly to/from work and not stop/visit other establishments</p>	<b>2</b>	<b>16</b>	<b>Low</b>
<p>Contact with people and/or surfaces travelling to/from work by own transport and contaminating work surfaces or equipment</p>	<b>8</b>	<p>Employees are advised to travel to work in different clothing to their normal work uniform and wash and change travel and work clothing each day.</p> <p>Car sharing with other colleagues is discouraged not from the same household or social bubble</p>	<b>2</b>	<b>16</b>	<b>Low</b>
<p><b>3.2 Moving Around Buildings &amp; Worksites</b> Cross infection of staff due to lack of social distancing in busy corridors and walkways</p>	<b>8</b>	<p>Limit staff numbers on site Employees are encouraged to be mindful of 1 metre plus when passing each other on the walkways.</p>	<b>1</b>	<b>8</b>	<b>Low</b>
<p><b>3.3 Workplaces &amp; Workstations</b> Cross infection of staff due to lack of social distancing at workstations while undertaking work activities</p>	<b>8</b>	<p>Marked out workstations to help staff with social distancing guidelines</p> <p>Social distancing measures applied to ensure 2-metre space observed at all occupied workstations and facilities accessed by employees.</p>	<b>5</b>	<b>40</b>	<b>Medium</b>
<p><b>3.4 Meetings</b> Cross infection due to contact between COVID-19 infected with visitors including customers, contractors or suppliers</p>	<b>8</b>	<p>Meetings to be held via phone or video conference where practical. Where face-to-face meetings are required, social distancing will be maintained and hand sanitiser should be utilised.</p> <p>No personal contact with colleagues or visitors (shaking hands, high fives, hugging, etc).</p>	<b>1</b>	<b>8</b>	<b>Low</b>

<p>Visits to other sites and customers/suppliers</p> <p><b>3.5 Common Areas</b> Cross infection due to contact between COVID-19 infected persons in rest rooms and locker rooms</p> <p><b>3.6 Accident, Security and Other Incidents</b> Cross infection of staff if delivering 1<sup>st</sup> Aid</p> <p>Cross infection of staff due to lack of social distancing at assembly points in the event of an evacuation</p> <p><b>4.1 Managing Contacts</b> Cross infection due to contact between COVID-19 infected with visitors including customers, contractors or suppliers</p> <p><b>5.2 Cleaning the workplace</b> Contact with contaminated Touch Points and Hard surfaces</p>	<p><b>8</b></p> <p><b>8</b></p> <p><b>8</b></p> <p><b>8</b></p> <p><b>8</b></p>	<p>No visits to customer premises are allowed until further notice.</p> <p>Employees encouraged to bring in own food/drink to minimise the use of company equipment and to eat/drink at their workstation where appropriate, rather than in the canteen. Additional guidance re use of the mobile snack van circulated to all employees.</p> <p>First aiders to wear full PPE including gloves, mask, face shield and coverall while attending to first aid incidents and to wash hands before and after treatments. If symptoms are suspected the affected person must be quarantined immediately and self-isolation procedures applied.</p> <p><b>See actions</b></p> <p>Visitors to site are prohibited unless considered business essential. Where possible, meetings should be conducted over the phone or by video conference.</p> <p>Site visitors including customers, contractors or supplier deliveries are with express permission only and must follow the 2-metre social distancing signs around the site. If required to enter the building, visitors must wash hands or sanitized at the point of entry and the 2-metre distance must be maintained at all times. Only business-critical repairs will be undertaken by contractors. Risk Assessments provided by contractors should include control measures on COVID-19. Anyone with symptoms of COVID-19 must not enter site.</p> <p>Regular cleaning of all touch points (e.g. door handles, kettles, water dispensers, switches) and hard surfaces with suitable disinfectant in place. Daily cleaning of desks and computers and maintaining clear desks by all staff using anti-bacterial wipes provided by the company.</p>	<p><b>5</b></p> <p><b>1</b></p> <p><b>5</b></p> <p><b>1</b></p> <p><b>1</b></p>	<p><b>40</b></p> <p><b>8</b></p> <p><b>40</b></p> <p><b>8</b></p> <p><b>8</b></p>	<p><b>Medium</b></p> <p><b>Low</b></p> <p><b>Low</b></p>
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		Staff advised to increase hand washing frequency in line with Government guidance and especially after touching screens or eating/drinking. Additional sanitising stations located around site at contact points on the shop floor and at main points of entry to building. If required doors to be wedged open during the working day wherever possible (with the exception of fire doors).			
Cross contamination/infection from use of tools and equipment	8	See actions	5	40	Medium
Cross contamination/infection from use of multi user vehicles and Fork Lift Trucks		See actions	5	40	Medium
<b>5.3 Hygiene – handwashing, Sanitation Facilities &amp; Toilets</b>		Toilet and handwashing facilities are available in all units			
Cross contamination/infection from use of toilet facilities	8	Regular cleaning of all touch points and hard surfaces with suitable disinfectant in place.	1	8	Low
<b>5.4 Changing Rooms</b>		Lockers spread out to help with social distancing			
Cross infection of staff due to lack of social distancing in locker rooms.	8	Locker room at LA has been moved to a larger location with a one-way system in place and no more than 4 people allowed in at any one time.	1	8	Low
<b>5.5 Handling of Goods, Materials &amp; Onsite Vehicles</b>		Staff to wear suitable gloves when manual handling goods and materials and advised to wash hands regularly			
Contact with contaminated Deliveries, parcels or materials	8	Staff handling post and/or parcels should wash hands regularly	1	8	Low
Contact with contaminated multi-user tools or equipment.	8	See Actions	5	40	Medium
Contact with contaminated surfaces inside multi-user fork lift truck	8	See Actions	5	40	Medium

<p><b>6.1 Face Coverings</b> Face covering do not protect you, but may protect others and are not the same as PPE. Wearing of face covering is required on public transport</p> <p>Contact with people and/or surfaces travelling to/from work on public transport</p>	<b>8</b>	Staff can ask their Manager/Supervisor for a face covering mask if they are finding it difficult to obtain their own for traveling on public transport.	<b>1</b>	<b>8</b>	<b>Low</b>
<p><b>7.1 Outbreaks In The Workplace</b> Infection risk from confirmed cases of COVID -19 in the workplace</p>	<b>8</b>	See Notes	<b>5</b>	<b>40</b>	<b>Medium</b>
<p><b>7.2.1 Work related Travel - Cars</b> Contact with contaminated surfaces inside multi-user vehicles</p>	<b>8</b>	All employees to wash hands upon 1 <sup>st</sup> entry to the building each morning. Advise employees to travel directly to/from work and not stop/visit other establishments	<b>1</b>	<b>8</b>	<b>Low</b>
<p>Cross infection of staff due to lack of social distancing if sharing a vehicle to travel</p>	<b>8</b>	Staff are advised to travel alone, if in the unusual circumstance you are carrying a passenger staff are advised to sanitise hands before entering the vehicle and to wear a face covering for the duration of the journey.	<b>1</b>	<b>8</b>	<b>Low</b>
<p><b>7.2.2 Work Related Travel - Deliveries</b> Contact with contaminated surfaces inside multi-user vehicles</p>	<b>8</b>	All deliveries to be made by contractors until further notice. If a requirement to collect from a supplier is undertaken, the employee must stay in the vehicle at all times.	<b>1</b>	<b>8</b>	<b>Low</b>
<p><b>7.3.1 Communications &amp; Training</b> Workplace contamination after Personal Travel/Holidays</p>	<b>8</b>	Employees to check latest Foreign and Commonwealth advice before travelling abroad. If an employee returns from abroad, they must follow all current government advice regarding quarantine/self-isolation.	<b>1</b>	<b>8</b>	<b>Low</b>
<p>Lack of Awareness – causing spread of infection or catching infection</p>	<b>8</b>	Managers to fully brief all employees upon return to work on site control measures in places and changes to procedures post COVID-19.  Government guidance changes to be issued on regular basis. Regular toolbox talks and safety briefings to be carried out.  Poster and information to be posted around site Use of screens to display important messages .	<b>1</b>	<b>8</b>	<b>Low</b>

<p><b>8.0 Inbound &amp; Outbound Goods</b> Infection due to contact with contaminated <b>surfaces</b></p>	<p><b>8</b></p>	<p>Most deliveries and receipts are moved by forklift truck, if manual handling method are used staff should be wearing PPE gloves and are advised to wash hands regularly</p> <p>Staff to wear overalls, masks and gloves when working with refurbishment items and all normal PPE to be worn for job-specific tasks in the usual manner. All shared tools/equipment (including company vehicles) to be cleaned/disinfected prior to use and again after use by the operator at cleaning stations on shop floor.</p> <p>All employees to wash hands upon 1<sup>st</sup> entry to the building each morning.</p> <p>Restriction of employee numbers working to a level to that is consistent with maintaining the 2-metre distance at workstations and around all facilities. Where the minimum 2-metre distance cannot be adhered to due to specifically identified work-related tasks, employees must request PPE from their Supervisor prior to commencing the task. Minimum PPE to be issued is 1) Face Covering/Disposable Mask; 2) Face Shield; and 3) Disposable Gloves. Guidance for putting on and removal of Face Covering to be followed, including washing of hands before and after use of the PPE. All disposable PPE to be placed safely into bins immediately after use and not put onto any surfaces. All reusable PPE to be placed into quarantine pending disinfection immediately after use.</p>	<p><b>1</b></p>	<p><b>8</b></p>	<p><b>Low</b></p>
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Worst Case Outcome					Likelihood given precautions in place				
10	8	5	3	1	10	8	5	2	1
Fatality	Severe injury	Lost time injury	Minor injury	No injury	Certain / imminent	Very likely	Likely	Unlikely	Remote

Risk Rating   Table		
High 50-100	Medium 20-49	Low 1-19

## RISK ASSESSMENT FORM

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
<b>1.2 Sharing Results of Risk Assessment</b>		
Publication of current risk assessment on web site	31/07/2020	
Staff to be made aware of the risk assessment, to be displayed and issued to staff	31/07/2020	Completed – 17/07/20
<b>2.1 Protecting People at Higher Risk</b>		
Memo to be sent to all employees asking if they may fit into any of the government “at risk” or vulnerable categories and then identified employees to be individually risk assessed.	31/07/2020	Completed – 21/07/20
<b>2.2 People Who need to Self Isolate</b>		
COVID-19 health surveillance questionnaire to be sent out to a random sample of employees each week.	31/07/2020	Completed – 21/07/20
<b>3.3 Workspaces and Workstations</b>		
Review workstation layouts and update date with signage	15/07/2020	
Review distancing in sewing room and look at possible screens or reviewing layout to maintain social distancing	15/07/2020	Completed – 21/07/20
<b>3.4 Meetings</b>		
Provide hand sanitiser in meeting rooms	31/07/2020	Completed - 17/07/20
Review signage in meeting rooms	31/07/2020	Completed – 17/07/20
Review of computer connection points in the boardroom to establish if they are working	31/07/2020	
<b>3.5 Common Areas</b>		
Review if signage in the canteen for social distancing	31/07/2020	
Review provision of cleaning materials and hand drying in the canteen	15/07/2020	
Break-times and lunchtimes to be split into three tranches to minimise the number of employees in the canteen/break out area at any one time.	15/07/2020	
Move lockers in Unit 8 to separate bank and increase social distancing.	15/07/2020	
Review seating arrangements in canteen – consider marking off chairs and rearranging layout.	15/07/2020	
Additional sanitising/cleaning equipment for kitchen areas.	15/07/2020	
Review possibility of one-way pedestrian traffic where possible (clear gangways).		
<b>3.6 Accidents, Security &amp; Other incidents</b>		
Review of emergency procedures, i.e. fire evacuation and assembly points, 1 <sup>st</sup> aid procedures	15/7/2020	
Update fire Marshalls on review of emergency procedures	31/7/2020	
Create “ICE” packs for First Aiders with additional PPE.	31/7/2020	
<b>4.1 Managing Contacts</b>		
Review possibility of allocating one toilet on site at Long Acre to be allocated for visitor use only.	31/7/2020	Completed – 15/07/20
Devise a health surveillance declaration for visitors to site	15/7/2020	Completed - 21/07/20



Social distancing signage and floor markings in Reception	15/7/2020	Completed 22/07/20
Dry Clean Visitor Hi-Viz vests	15/7/2020	
<b>5.2 Cleaning the workplace</b>		
Review external cleaning frequency (currently 2 days per week)	31/7/2020	
Document internal cleaning procedure and daily sign-off sheet, including cover for time off.	15/7/2020	
<b>5.3 Hygiene – handwashing, Sanitation Facilities &amp; Toilets</b>		Completed – 15/07/20
Review of signage in toilets	15/7/2020	
Review provision of hand driers/hand towels in toilets	15/7/2020	
Review provision of hand drying in kitchens	15/7/2020	
Review locations of hand sanitisers and soaps and implement hand sanitising stations around site.	15/7/2020	
<b>5.5 Handling of Goods, Materials &amp; Onsite Vehicles</b>		
Provide sanitiser wipes for cleaning inside vehicles and FLT's	15/7/2020	
Written procedure for using and cleaning delivery vehicles and FLT's before and after use, including taking passengers and returning from service/MOT	15/7/2020	
<b>7.1 Outbreaks In The Workplace</b>		
Write a COVID-19 outbreak plan which identifies a single point of contact (SPOC) and process for contacting Public Health England (PHE) in the event of more than one confirmed case.	31/7/2020	
<b>7.2 Work related Travel</b>		
Review of Policy for work travel, between sites and deliveries	31/7/2020	
<b>7.3.1 Communications &amp; Training – Personal Travel/holidays</b>		
Issue guidance to staff on the requirements when travelling abroad	15/7/2020	
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date
Assess potential shift patterns when full production resumed.	30/6/2020	
Take temperature of anyone with symptoms. Send persons home if the present with symptoms: high temperature, persistent cough, loss of taste and/or smell.	Follow Govt Advice	

<b>Revision Notes</b>	<b>Date of Revision</b>
<b>9.1 – Action Updates</b>	
1.2 Risk Assessment issued to staff	21 <sup>st</sup> July 2020
2.1 Protecting People at Higher Risk	21 <sup>st</sup> July 2020
2.2 Self declaration form now available to be issued to employees	21 <sup>st</sup> July 2020
3.4 Hand sanitiser & signage placed in meeting room at Long Acre	15 <sup>th</sup> July 2020
4.1 Decided not to allocate a visitor only w/c due to low numbers attending site.	15 <sup>th</sup> July 2020
4.1 Visitor COVID 19 self-declaration form issued	21 <sup>st</sup> July 2020
4.1 Visitor Hi-Viz Vests Dry cleaned	22 <sup>nd</sup> July 2020

5.3 updated hand washing signage in toilets at LA	15 <sup>th</sup> July 2020
5.3 Hand Sanitiser stations identified around site at LA	15 <sup>th</sup> July 2020

Signature: Keith Donegan – H&S Officer	Date: 22 <sup>nd</sup> July 2020
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**Additional Guidance**

**How to use a cloth face covering properly: attached**

**Hand washing guidance: [www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands](http://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands)**

**Social distancing: [www.publichealth.hscni.net/news/covid-19-coronavirus](http://www.publichealth.hscni.net/news/covid-19-coronavirus)**

**Overall risk rating in the workplace is currently 18.5 which is at the top end of LOW category.**

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## How to use a cloth face covering properly

### Do:

- clean your hands properly before you put it on
- practice using it so you are comfortable putting it on and taking it off
- make sure it is made from a fabric you are comfortable wearing
- cover your mouth and nose with it and make sure there are no gaps between your cloth face covering
- tie it securely
- carry unused masks in a sealable clean waterproof bag (for example, a ziplock bag)
- carry a second similar type bag to put used masks in

### Don't:

- touch a mask or face covering while wearing it - if you do, clean your hands properly
- use a damp or wet medical mask or reuse a medical mask
- share masks
- do not lower your mask to speak, eat and smoke or vape - if you need to uncover your nose or mouth take the mask off and put it in the bag for used masks
- do not discard masks in public places

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## Taking off a cloth face covering

To take it off properly:

- remove it from behind - do not touch the front of the mask
- do not touch your eyes, nose, or mouth
- clean your hands properly
- put disposable masks in a bin straight away